



City of Fayetteville

240 Glynn Street South • Fayetteville, Georgia 30214
Telephone (770) 461-6029 • Facsimile (770) 460-4238

www.fayetteville-ga.gov



MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

February 9, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: February 1st through February 7th

CITY ADMINISTRATION

City Manager

- Held a meeting on Monday, February 1st with Assistant City Manager Alan Jones, to discuss organizational needs of the Fire Department as well as other City business.
- Attended a meeting on Monday, February 1st with developer Harry Kitchen and Architect Bill Foley to discuss the downtown master plan.
- Held a meeting on Monday February 1st with Police Chief Scott Pitts, Police Major Jeff McMullan, and Assistant City Manager Alan Jones, to discuss organizational matters within the Fayetteville Police Department.
- Held a meeting on Tuesday, February 2nd with attorney Tracy Glanton, regarding a personnel matter.
- Attended a meeting on Tuesday, February 2nd with Michael Mumper and IT Director Kelvin Joiner to discuss social media upgrades for the City.
- Attended a leadership luncheon on Tuesday, February 2nd at Khalifa restaurant hosted by Fayette County State Court Judge Jason Thompson.
- Held a meeting on Wednesday, February 3rd with Architect Bill Foley, Community Development Director Brian Wismer, and members of the NorSouth Development team to discuss the downtown master plan.
- Responded to numerous citizen issues throughout the week and coordinated with the necessary departments to resolve the issues.
- Held a meeting at City Hall on Wednesday, February 3rd with Code Enforcement Officer Miguel Pabon, Building Official Greg Taliencio, Administrative Assistant France McDonald, and Applicant David Piper to talk about the ground sign located at Merrill Chapel United Methodist Church. A follow-up site visit with Church staff was held on Friday, February 5th and the Church was advised to apply for a variance as a result of the topographical hardship they were facing.

- Attended a personnel policy manual meeting on Wednesday, February 3rd with Human Resources Manager Barbara Dudley, and Finance & Administrative Services Director.
- Attended a meeting on Wednesday, February 3rd with Mayor Ed Johnson, Fayette Chamber of Commerce President/CEO Carlotta Ungaro, and Fayette Chamber Board Chairman Deborah Britt, to discuss upcoming initiatives for the City.
- Prepared for the Thursday, February 4th City Council Work Session Meeting and Regularly Scheduled Meeting.
- Held a meeting on Thursday, February 4th with former City Council Member Larry Dell who provided some history on the Ridge Nature Area.
- Held a meeting on Thursday, February 4th with Fayette County Development Authority Interim CEO Joan Young to discuss economic development organizational options.
- Attended the City Council Work Session Meeting and Regularly Scheduled Meeting on Thursday, February 4th.
- Worked on the City's organizational chart in preparation for meetings with management staff.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- The City Auditor completed the adjustment of journal entries.
- Opening entries were completed.
- Received and agenda for the first week of software transition to begin February 10th through 12th.
- Working on a Banking Services Request for Proposal (RFP).

Accounts Payable

- Keyed payment data for 131 invoices and processed payments to 91 vendors.
- Prepared 92 current week checks for pick up/mailing
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received six (6) new business applications.
- Issued four (4) new business licenses.
- Collected \$34,492.75 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$1,828.46 from the Alcohol Beverage Sales.
- Collected \$8,696.75 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$ 23,397.92 in sanitation and stormwater revenues.
- Established water and sewer service for 27 new customers.
- Received \$90,338.43 in water and sewer revenues.
- Pilot Program: Delinquent Accounts Callout

- Cut off report generated for cycle 3 on 02/03/16 which resulted in 51 delinquent accounts.
- Out of the 51, 26 customers were called and 25 received a tag through the mail.
- Account Clerks received about 6 calls on that from those customers.
- As of 02/07/16, 30 are showing on the cutoff for 02/09/16.

Human Resources

- Personnel issues
- Employment opportunities
 - Fire Fighter (All Levels): Open until filled
- Resumes from Week of February 1 - 5
 - Fire Fighter: 5
- Insurance Broker Selection
 - EPIC was approved by the City Council on Thursday, February 4th.
- A personnel policy meeting was held.

Court

- # of citations received: 134
- # of warrants issued (FTA & VOP): 6
- # of citations (FTA) sent to DDS: 15
- # of scheduled arraignment cases: 68
- # of scheduled trial cases: 33
- Total amount collected for the week: \$15,692.84

Information Technology

- GIS Projects
 - Network Analyst training class (In progress when time allows).
- Technology Projects
 - Started installation of 15 Desktops for the new Finance System.
 - Tyler Technologies software installation and system setup.
- Police Technology Projects
 - Server upgrades
 - Video archives
 - Battery UPS installation
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: 8
- Web Site Visits for the Week
 - Total Pages Viewed: **10,369**
 - Total Unique Pages: Viewed **7,534** (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: **59** Seconds
- Top 10 City Web Pages

1.	Official Website Main Page	1,826	17.70%
2.	Jobs	634	6.38%
3.	Events	360	3.07%
4.	Government	335	3.31%
5.	Police Department	262	2.53%

6.	Search Results	261	2.52%
7.	Residents	260	2.51%
8.	City Departments	257	2.48%
9.	Municipal	250	2.41%
10.	OnLine Payment	247	2.38%

- Facebook Insights
 - Total Page Likes (Fans) 4,861
 - Total Reached 1,225
 - People Engaged 62
 - Post Clicks 285
 - Fans
 - Women 77%
 - Men 23%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Multiple discussions with Jay Garner to provide specific city information in preparation of the final report.
- Discussed incentives and development for the downtown with potential developer.

Planning & Zoning

- Prepared ROW documents for the Piedmont Fayette Hospital intersection improvement project.
- Presented the latest draft of Downtown Master Plan to the Mayor and Council at the February 4th Regularly Scheduled Council Meeting.
- Reviewed multiple site plans and rezoning requests for the upcoming P&Z monthly meeting.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Prepared for the Strategic Planning meeting.
- Coordination of plan to save/relocate historic home at 210 S Jeff Davis.
- Continued planning for 2016 event calendar.
- Continued Prep for 2016 series ticket marketing materials and outreach; began series subscription renewals.

DDA

- No downtown development authority related activities for the week.

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Repaired shoulders on Beauregard Boulevard.

- Placed stop bars at Lafayette Park.
- Repaired potholes on Whitney Street.
- Cut and maintained the gazebo area as well as cart paths throughout the City.

Sewage Department

- Average daily flow treated is 2.37 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backup.

Stormwater

- Poured catch basin bottom at 155 North Hampton Drive.
- Cleaned out storm drain at 230 Buckeye Lane.
- Investigated various stormwater flow issues on Bates Drive and Hood Avenue.

Water Department

- Average daily flow of 1.080 of system demand
- Repaired 2 water leak

Utility Locates

- Located the water and sewer for 36 utility locate tickets

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Suicide:** Wedgewood Drive. 80-year old male residence committed suicide by firearm. CID notified.
- **Entering Auto:** Downtown Parking. The driver's side window was damaged. A book bag containing miscellaneous tools was taken. CID notified.
- **Domestic:** Lakeland Circle. Two teenage brothers were fighting at the residence. One subject arrested for disorderly conduct.
- **Reported Rape:** Piedmont Fayette Hospital. A female victim came to the hospital and reported that she was raped after being on a date at Applebee's. She stated that she ate a cookie laced with marijuana and blacked out. CID notified.
- **Domestic:** Brittany Chase. Verbal altercation between husband and wife after she caught him at another lady's house. The husband left the residence for the night.
- **Open Door:** 560 Grady Avenue Alarm activated. When homeowners arrived they discovered an open back door. Residence was cleared without incident.
- **Domestic:** Sunderland Circle. Husband and wife had a verbal altercation. The wife left the residence for the night.
- **Armed Robbery:** Flash Foods. GA. 85/GA.314. 2 black males entered the store and picked-up beer and cigarettes and walked to the counter. One held the door while the other produced a hand gun and forced the employee behind the counter. They took cash from the register, as well as the beer and cigarettes. They were seen traveling north on GA. Hwy 85 in an older white BMW. CSI and CID notified.

- **Burglary Attempt:** 200 Legends Drive. The back door was kicked-in at the residence. It did not appear that entry was made. Nothing appeared to be disturbed or taken. Resident was not at home at the time of the break in. CSI notified.
- **Reckless Driving:** Wilbanks Drive. A 17-year old male was stopped for traveling 72mph in a 35mph zone. He was arrested and transported to FCSO.
- Numerous arrests for shoplifting at Wal-Mart (5), Hobby Lobby (1) and Belk (1).
- Numerous traffic accidents. 1 injury reported. None serious
- Numerous traffic related arrests for DUI (2), driving on suspended license (5), and possession of Narcotics (1) and wanted persons located (1).

Community Events

- No community events this week.

Training Division

- Registered 5 Officers for training classes.
- Confirmed range dates with the Sheriff's Office in May of 2016.
- Completed the training schedule for the first 6 months of 2016.
- Completed lesson plans for upcoming training.

Criminal Investigations

- Detectives finished testimony in the armed robbery trial in the Fayette County Superior Court. The defendant was found guilty and sentenced to serve 18 years.
- Detectives responded to the scene of a suicide Thursday on Wedgewood Drive, a burglary Saturday on Camford Stone Path, and an armed robbery call at Flash foods Sunday evening.
- **Weekly Stats:**
 - Investigations assigned **13** cases this week.
 - Investigations cleared **19** cases this week.
 - **3** Call outs for investigators this week.
 - **1** Call outs for CID Supervisor's this week
 - **2** Call outs for crime scene investigators this week.

Warrants

- Warrant officers assisted criminal investigations with guarding a wanted fugitive at Grady Hospital overnight (Richardson). Warrants officers conducted warrant pickups in surrounding cities.
- **Weekly Stats:**
 - Bailiff Hours: **8** Code 5: **2**
 - Supplemental: **7** Arrest: **3**
 - Warrant Attempts: **5** Warrants Served: **3**
 - Person Contacts: **6** Warrant Entry: **4**
 - Fines/Forfeiture: **\$ 3,288.00** Court Transports: **3**

School Resource Officer

- **Bennett's Mill Middle School:** a female student was charged with theft and a fight was reported on a school bus on Thursday.

- Fayette County High School: SRO Stavenger taught classes on the fourth amendment throughout the week and there was a fight reported on Tuesday.
- Fayette County Alternative School: a student was charged with disrupting a school and simple battery.

Office of Professional Standards

- OPS Personnel assisted with guarding the wanted fugitive at Grady Hospital and completed the transport bringing the suspect back to Fayette County to face numerous charges.
- Lt. Whitlow handled the press releases for the events last week and conducted interviews with several media outlets.
- The front office answered 165 phone calls, handled 90 walk-ins, referred 31 accident reports and 17 incident reports, processed 18 alcohol IDs and 4 impound releases, ran 12 backgrounds, 11 tags and 12 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 55 emergency calls for service during the week.
- Volunteer: The February 1st volunteer meeting was held at Station 91.
- Projects:
 - Attended the Delta Credit Union 10th Anniversary event.
 - Truck 9 was sent to 10-8 Fire in Forsyth for installation of mounting brackets for equipment. Contacted ISO to inform them Truck 9 would be officially placed into service once complete.
 - Captain Keith Harris attended the State VFW State meeting in Macon to accept his VFW Emergency Medical Technician of the Year award. He will be recognized by local Post 3560 at the City Council meeting on February 18th.